

**OWLS (After School Care)  
(Indicative) Advance Booking Form**



**AUTUMN TERM 2017**

Bookings should be made for the sessions you require termly in advance. Once you return this form we will reserve the sessions for you. **PLEASE DO NOT SEND PAYMENT AT THIS TIME.** Using the Booking Amendment & Occasional Booking Form, you will be able to amend your booking free of charge up to 3 days after Dates for the Diary and Clubs Lists are issued for next term. After this you will be invoiced for your booking. Credit for cancellations will only be given in exceptional circumstances at the discretion of the Bursar.

Where vacancies exist during the term, occasional sessions can be booked using the Amendment & Occasional Booking Form, for which there will be a £10 administration fee in addition to the session charges. Requests should be submitted at least 2 working days in advance (with payment) and confirmation of availability will be sent to you.

The cost of each session, or any part thereof, is as follows :

Session A (3.00 – 4.15pm) £5                      Session B (4.15 – 5.15pm) £6                      Session C (5.15 – 6.00pm) £6

**Please note your child must be collected by 6pm at the latest.** If you are delayed, you must make alternative arrangements for your child to be collected by 6pm and notify Mrs Kay on 07760457547 of these arrangements. This phone number is for OWLS emergencies only.

<b>Name of Pupil</b>		<b>Class</b>	
<b>Parent's signature</b>		<b>Date</b>	

September 2017					October/Nov 2017					November/Dec 2017					December 2017																			
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr															
		<b>6</b>	<b>7</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>8*</b>	<b>9*</b>	<b>10</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>															
		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A															
		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B															
		C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C															
<b>11 **</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>															
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C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	X															
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	HALF TERM					<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	** Clubs 11 Sep – 1 Dec Ballet 11 Sep – 4 Dec																			
A	A	A	A	A	16 OCT – 27 OCT					A	A	A	A	A	* Parents' Evenings: Only fee-paying clubs will run.																			
B	B	B	B	B						B	B	B	B	B	<table border="1"> <thead> <tr> <th colspan="3">OFFICE USE ONLY</th> </tr> </thead> <tbody> <tr> <td>A</td><td>x 5</td><td></td> </tr> <tr> <td>B</td><td>x 6</td><td></td> </tr> <tr> <td>C</td><td>x 6</td><td></td> </tr> <tr> <td colspan="3">TOTAL</td> </tr> </tbody> </table>					OFFICE USE ONLY			A	x 5		B	x 6		C	x 6		TOTAL		
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A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																				
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B																				
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C																				
										<b>CLUBS FINISH 1 DEC</b>																								